

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 5920 SE COYOTE DR TOPEKA, KS 66619	DATE 04 FEB 2021	ANNOUNCEMENT NO. 35-2021
OPEN TO CURRENT MEMBERS OF THE KSANG OR THOSE ELIGIBLE TO BECOME	APPLICATIONS WILL BE ACCEPTED UNTIL OPEN UNTIL FILLED	
MILITARY POSITION TITLE & NUMBER ADVANCED RECRUITER #0879740	MIL AFSC & GRADE 8R200/MSGT	APPOINTMENT FACTORS See Below
LOCATION OF POSITION 184 W DET 1 SMOKY HILL TNG, KS 67401	MINIMUM RANK TSGT	MAXIMUM RANK MSGT
SELECTING SUPERVISOR SMSgt Pamela Lewis, State Production Superintendent, 316-409-4489, pamela.lewis.6@us.af.mil		

SPECIAL DUTY SUMMARY PER AFEC D

Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

DUTIES AND RESPONSIBILITIES PER AFEC D

For RegAF, related duties include Health Professions Recruiter, Line Officer Accessions Recruiter, Military Entrance Processing Station (MEPS) Liaison NCO, Squadron Trainer, Squadron Operation NCO, Special Warfare Recruiter, MEPS Liaison Supervisor, HQ AFRS and Recruiting Group staff and Air Force Recruiting School Schoolhouse Instructor. For AFR, related duties include In-Service Recruiters (to include In-Service/Line Recruiters), Health Professions Recruiters, Officer Accessions Recruiters, Critical Skills Recruiters, and staff positions graded at E-7. For ANG, related duties include Advanced Recruiting.

Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter marketing training to include mini-jet training and hands-on television and radio station spots. Conducts training and evaluates enlisted accessions recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget.

Develops publicity programs. Plans, directs and evaluates sales promotional projects using media such as direct mail, press, radio and television presentations. Writes copy and edits simple news stories and photograph captions. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations.

Develops community relations programs. Plans, organizes and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups and local organizations in support of recruiting objectives.

Performs MEPS liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in

obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units.

AGR INTERVIEW/ENTRANCE QUALIFICATIONS

1. Must hold an 8R200 at the time of application.
2. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
3. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
4. Non AGR Person receiving a Federal military retirement or retainer pay are not eligible.
5. Military grade will not exceed the maximum authorized grade on the unit manning document.
6. Members who are not suitable for Career AGR May be considered for an Occasional Tour
7. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
8. Applicant must meet all requirements of ANGI 36-101.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 184 Force Support Squadron, ATTN: Full Time Manning, 52955 Jayhawk Drive Bldg. 65 Ste 106, McConnell AFB KS 67221-9000 or e-mail your applications to jason.mcandrews@us.af.mil. Applications will include:

1. **Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position**
2. **Current Fitness Report from Air Force Fitness Management System (AFFMS II) – 2pg PDF**
3. **Record Review RIP (from vMPF)**

NOTE:

1. *Failure to provide all the required documents will result in application being returned without further action.*
2. *Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
3. *If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SMSgt Jason McAndrews, 184 FSS/FTM, DSN: 743-7422, COMM: 316-759-7422.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.